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Title of Document: Missing Property Reporting

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Applicability: DDSN Central Office, ~~DDSN District Offices, and~~ DDSN Regional Centers, and DDSN-Operated Residential Habilitation Settings Autism Residential Homes

PURPOSE

This document establishes minimum procedures for reporting lost or stolen property. For the purpose of this document, “property” is defined as:

1. Items valued at \$100 or more which are owned by the South Carolina Department of Disabilities and Special Needs (DDSN) including, but not limited to computers, cell phones, vehicles, tools, supplies and equipment (DDSN Property), and
2. Items owned by DDSN employees which are lost or stolen from the employee’s workplace (personal property).

~~This document establishes minimum procedures for reporting lost, stolen, or missing property, which is under the jurisdiction of the South Carolina Department of Disabilities and Special Needs (DDSN). Each District Director is responsible for the implementation of these requirements in the Regional Offices. Each Facility Administrator is responsible for the implementation of these requirements in residential area. This system of reporting property~~

~~losses will ensure that all such losses are investigated and that adequate internal controls are established to prevent recurrence. This document does not affect the immediate reporting requirements of DDSN Directive 100-09 PD: Reporting of Critical Incidents.~~

PROCEDURES: RESPONSIBILITIES

I. DDSN Property

It is the responsibility of all DDSN employees to be good stewards of the DDSN property with which they are entrusted. Being “good stewards” of DDSN property at a minimum includes ensuring DDSN property is used for the benefit of agency and ensuring DDSN property is securely kept/maintained. While every effort may be made to securely keep DDSN property, it may still be lost or stolen.

When DDSN property valued at \$100 or above is suspected or determined to be lost or stolen (missing), the employee entrusted with the property must report the occurrence as soon as the property is discovered to be missing. Failure to report missing property could result in disciplinary action up to and including termination. Reports of missing property must be made by the entrusted employee as follows:

- When the missing property is a mobile device including, but not limited to, cell phones, computers, tablets, and removable media, which is used to access DDSN data or the DDSN Network:
 - First, report to DDSN's Information Technology Division via the Helpdesk (Refer to DDSN Directive 367-32-DD: Information and Security Privacy).
 - Second, report to the:
 - Chief Information Security Officer when the employee is assigned to Central Office;
 - Facility Administrator (or his/her designee) of the DDSN Regional Center to which the employee is assigned; or
 - Director of Facility Operations (or his/her designee) when the employee is assigned to a DDSN-Operated Residential Habilitation setting.
- Other missing property (e.g., tools, equipment, supplies) must be reported to the:
 - Procurement Director when the employee is assigned to Central Office;
 - Facility Administrator (or his/her designee) of the DDSN Regional Center to which the employee is assigned; or
 - Director of Facility Operations (or his/her designee) when the employee is assigned to a DDSN-operated Residential Habilitation setting.

Chief Information Security Officer, Procurement Director, Facility Administrator, or Director of Facility Operations will be responsible for ensuring the occurrence is accurately documented, investigated (if appropriate) and reported to in accordance with other DDSN policy (e.g., a missing mobile device is reported to the Information Technology Division; missing property is reported as an adverse operational event).

The Missing Property Report form (Attachment) should be used to document the details of an occurrence, including:

- A description of the property (e.g., type, DDSN Decal number, etc.).
- The circumstances of the occurrence or discovery (date/time, place, etc.).
- Actions taken by the entrusted employee to recover. If a report made to a law enforcement entity, a copy of the report should be attached.
- The results of an internal investigation (if conducted).
- Confirmation of the completion of reporting to other DDSN staff (e.g, IT, Adverse Event, etc.).
- Any recommendations for prevention of future occurrences.

Completed Missing Property Report forms which document the loss of DDSN property will be maintained by the Procurement Director, Facility Administrator, or Director of Facility Operations. Copies of the completed forms will be provided to the following DDSN staff:

- Director of Internal Audit.
- Chief Financial Officer.
- Chief Information Security and Privacy Officer, if any confidential or protected health information was potentially compromised by the missing property.

II. Employee - Personal Property

While not prohibited, employees are strongly discouraged from bringing unnecessary personal property items into their workplace. Before choosing to bring personal property into the workplace, consideration should be given to the necessity having the item(s) at work and the ability to securely maintain the item(s) in the environment. DDSN will not be responsible for any lost or stolen personal property.

When the personal property of an employee is determined to be lost or stolen (missing) from the workplace, the employee should report the loss to the:

- Procurement Director when the employee is assigned to Central Office;
- Facility Administrator (or his/her designee) of the DDSN Regional Center to which the employee is assigned; or
- Director of Facility Operations (or his/her designee) when the employee is assigned to a DDSN-operated Residential Habilitation setting.

Note: The reporting of missing personal property to designated DDSN officials is not intended to limit in any way the right of an employee to report incidents perceived as unlawful to an appropriate policing authority.

The Missing Property Report form (Attachment) should be used to document:

- A description of the property.
- The circumstances of the occurrence or discovery (date/time, place, etc.).

- Actions taken to recover. If a report made to a law enforcement entity, a copy of the report should be attached.
- The results of an internal investigation (if conducted).
- Confirmation of the completion of reporting to other DDSN staff (e.g. IT, Adverse Event, etc.).
- Any recommendations for prevention of future occurrences.

Completed Missing Property Report forms which document the loss of an employee's personal property will be maintained by the Procurement Director, Facility Administrator, or Director of Facility Operations.

~~Any property which is determined to be missing, lost, or stolen from a residence, office, vehicle, or any section within DDSN should be reported, regardless of value, due to the nature of the item. For example, a flash drive with personal information or keys to a security box, these items would need an investigation on how it was lost or stolen and a report filed. The "Missing Property Report" (Attachment) will be used to report the loss of state owned property, any individual's personal property, or the property of a DDSN employee from state owned property.~~

~~Each District Office/Regional IT Coordinator, as well as the DDSN Central Office IT Division must be notified immediately of any missing electronic equipment (i.e. cellphone, laptop, IPAD, etc.).~~

~~It is the responsibility of each employee to report a suspected loss of any property from DDSN jurisdiction to his immediate supervisor. Failure to do so may result in disciplinary action.~~

~~The reporting employee's immediate supervisor will verify that a loss has occurred and notify the Facility Administrator, or security and safety officer (herein known as "investigating officer"). The immediate supervisor will complete Section I of the Missing Property Report, then forward it on to the investigating officer for review and initiate an investigation as deemed necessary. A copy of the report should be sent up the chain of command and the Facility Administrator will notify the State Director if outside assistance was called and the final disposition of the missing item. The Missing Property Report will remain a part of the facilities permanent file.~~

~~After an investigation, Section II of the Missing Property Report will be completed and distributed as follows:~~

- ~~Facility Administrator;~~
- ~~DDSN internal audit;~~
- ~~Security or safety officer, and~~
- ~~Originating section's program administrator.~~

~~If the missing property is equipment owned by DDSN, the investigating officer will notify the Regional Property Control Office so that action can be initiated to adjust the records of the fixed asset system.~~

~~If the missing property is owned by an individual, the loss will be recorded in the individual's property record in accordance with DDSN Directive 604-01 PD: Individual Clothing and Personal Property, and a copy of the Missing Property Report will be filed in the individual's record under the personal needs section.~~

~~Internal audit will review the Missing Property Report and follow up as necessary on losses which have DDSN-wide implications.~~

~~Tom Waring~~

~~Associate State Director Administration~~

~~(Originator)~~

~~Barry D. Malphrus~~

~~Vice Chairman~~

~~Beverly A.H. Buseemi, Ph.D.~~

~~State Director~~

~~(Approved)~~

~~Stephanie M. Rawlinson~~

~~Chairman~~

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment: Missing Property Report